



# TENNESSEE DEPARTMENT OF EDUCATION

## Job Posting

### Position Title:

Food Service Manager

### Reports To:

Administrative Services Manager

### Location:

West Tennessee School for the Deaf  
100 Berryhill Drive  
Jackson, TN 38301

### Position Description:

This position works under general supervision, is responsible for supervisory food service managerial work of average difficulty; and performs related work as required. An employee in this class is responsible for directing all professional and sub-professional staff at a food service installation preparing and serving of a high volume of meals per day. Individual hired will be required to attend workshops in Nashville, or other locations, as needed, for Edison Training used by the state for business processes, and other pertinent training as well.

### Specific Position Responsibilities:

- Menu Planning- Plan and prepare standardized recipes, cycle menus, and meals. Meet all Federal School Nutrition program requirements, including the proper meal components. Understand and utilize the Food Buying Guide. Plan meals to accommodate students requiring special diets, including food allergies. Understand general nutrition concepts that relate to school meals, such as whole grain, sodium, etc.
- Food Production- Utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets. Complete a food production record and other required paperwork. Properly use and care for equipment. Understand CN (Child Nutrition) labeling, product formulation statements/appropriate crediting information for school meal pattern.
- Food Serving—Correctly and efficiently serve food portions to meet all USDA school meal pattern requirements. Reviews performance of temperature checks and may do temperature checks during the food preparation processes and in food storage areas. Reviews production



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sheets to ensure accurate portion sizes are being prepared and served in order to cut out waste. Manage serving line for clean and efficient operation.

- **Point of Service**—Ensure a reimbursable meal. Prevent overt identification of students free or reduced price meals. Certify, process and verify free and reduced price meals eligibility in accordance with Federal and State regulations related to nutrition Programs. Understand and practice direct certification procedures.
- **Purchasing**—Effectively and efficiently implement purchasing procedures in order to meet menu requirements and comply with all Federal, State, and local regulations. Generate food and supply orders.
- **Receiving and Storage**— Inspects food deliveries for quality and quantity. Checks food delivery paperwork for quality control against the quantities and products ordered. Ensure proper inventory management including correct delivery and storage of inventory. Apply safe and effective inventory receiving and storage procedures. To understand hold and recall procedures.
- **Food Safety and HACCP Training**—Effectively utilize all food safety program guidelines and health department regulations to ensure food safety. Operates and inspects state equipment in the conduct of their work. Conducts sanitation inspections and checks of food preparation and storage areas. Takes corrective action if food sanitation and safety guidelines are not being met. Performs inspections of chemical storage for proper storage of contents and safety. Monitors daily, weekly, and monthly sanitation processes and procedures.
- **Program Management**—Manage staff and resources and utilize Standard Operating Procedures (SOP).
- **Financial Management**—Manage procedures and records for compliance in accordance with all Federal, State, and Local regulations, as well as the Administrative Review. Monitors on an on-going basis all factors involved in direct costs of food services operations, recommends and takes corrective actions when problems are identified with food and labor costs.
- **Staff Training**— Attends and participates in all required in-service and pre-service training related to applying new knowledge to their job requirements. Coordinates, mentors, and assists in training needed of new and existing staff to meet operational and staff developmental needs. Develop employee training plans. Foster employee health, safety, and wellness. Learn and use sign language.
- **Communication**— Effectively communicates with other staff, supervisors, etc. concerning events, activities, and policies related to food service operations to promote effective completion of work requirements and tasks. Encourage teamwork and cooperation among all persons involved in food service operations. Communicates effectively with others to resolve conflicts quickly and effectively. Interacts in a positive manner with other staff members and fellow employees to foster and maintain a harmonious working environment. Cooperates with others to meet work assignments. Responds appropriately when personal assistance is needed.



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### Qualifications:

- A valid State of Tennessee driver's license is required when driving on campus whether in a personal car or state vehicle.
- Applicant must be willing to be fingerprinted and required to have a TBI/FBI background check. In addition, background checks will be conducted through the Tennessee Registry of Sexual Offences, the Tennessee Registry of Abuses, and the Tennessee Child Protective Services Background Check.
- Applicants are required to have Education equivalent to completion of two years of coursework at an accredited college or university in dietetics, food service systems administration, or other pertinent field and substantial (five or more years of) increasingly responsible full-time volume food service work including at least three years of supervisory experience. Additional coursework at an accredited college or university in dietetics, food service systems administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, there being no substitution for the required three years of specialized experience. Qualifying food service experience may be substituted for the required education, on a year-for-year basis, to a maximum of two years.
- Effective interpersonal and organizational skills
- Strong oral and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Applicants must become proficient in sign language at the level established for this position. Training will be provided.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### Salary and Benefits:

Salary range is \$2,486 - \$3,978 monthly. In addition, a [comprehensive benefits package](#) is included.



### **Job Posting**

#### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to Vickie Rudder, [rudderv@tennk12.net](mailto:rudderv@tennk12.net).

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